



LAND USE SERVICES DEPARTMENT

Planning Division

San Bernardino Office

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Hesperia Office

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LOT MERGER INFORMATION SHEET AND APPLICATION

Fees: \$1,809.00* (L635/L697) (L632/L697 *this includes a \$25 Job Closure fee, which is not applicable when application submitted electronically through the ePlans system.)

A Lot Merger combines two or more substandard lots into one and is a recorded document. A Lot Merger is completely different than a Lot Combination. A Lot Combination is processed through the Assessor's Office and combines the lots for tax billing convenience purposes only (i.e., one tax bill). With a Lot Combination, the lots can still be sold separately. **With a Lot Merger, the lots become one and can only be divided and sold separately if they are in compliance with the Subdivision Map Act, County General Plan, and County Development Code.**

Normal processing time is four to six weeks from the acceptance of the application. You will be sent the recorded merger directly from the Recorder's Office.

To qualify for a Mandatory Lot Merger:

1. All lots must be contiguous or adjacent, **AND;**
2. The ownership of all lots must be identical, **AND;**
3. The lots must be in the same tax rate area, **AND;**
4. All taxes must have been paid and current, **AND;**
5. At least one of the following conditions must exist:
 - a. One of the lots does not conform to standards for minimum lot size or dimensions specified by the applicable land use district;
 - b. The lot comprises less than five thousand (5,000) square feet in area;
 - c. The lot was not created in compliance with applicable laws and ordinances in effect at the time of its creation;
 - d. The lot does not meet slope stability and/or density standards as specified by the Development Code, a Specific Plan, or the General Plan;
 - e. The lot has no legal access which is adequate for vehicular and emergency equipment access and maneuverability;
 - f. The development of the lot would create health or safety hazards;
 - g. The lot is inconsistent with the General Plan and any applicable Specific Plan other than for minimum lot size or density standards.

OR to qualify as a Voluntary Merger items 1-4 above must be met **AND;**

5. The parcels as merged will not be deprived of legal access as a result of the merger and access to the adjoining parcels will not be restricted by the merger.

Please use this information sheet as a checklist to assemble the materials required for the submittal of your Lot Merger application and bring it with you when you submit your application. An appointment is not required to submit your application; however, appointments are available upon request. If you wish to schedule an appointment, please call one of the numbers listed above.

CHECKLIST OF SUBMITTAL MATERIALS

Please use this checklist as you assemble the materials for the submittal of your application. County staff will use the checklist to determine whether your application is acceptable for submission. **If your submittal package does not contain all of the information listed below, your application will not be taken in and receipted for processing.** If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Application Intake Center at (909) 387-8311 or (760) 995-8140.

Section A – Fees

1. _____ Check or money order made payable to San Bernardino County in the amount of **\$1,809.00***.

Planning Review Fee (635)	\$1,784.00
Records Media Conversion for Job Closure (L697)	25.00
TOTAL	\$1,809.00*

(L632/L697 *this includes a \$25 Job Closure fee, which is not applicable when application submitted electronically through the ePlans system.)

Section B - County Documents

2. _____ Completed Lot Merger Application – the application is part of this packet.

Section C – Other Documents

3. _____ **One original** of the the property plot plan.
4. _____ **One copy** of the plot plan reduced to an 11" X 17", original is a larger size.
5. _____ **One copy** of the recorded Grant Deed or Quit Claim Deed with the previous Grant Deed for each lot or parcel. *If either the Grantor or Grantee is a Corporation, Partnership, or Fictitious Firm, one certified copy each of the Articles of Incorporation including the latest statement of officers, the Partnership Papers (limited or general), or the recorded Fictitious Business Name Statement naming the owner(s) of the firm.*
NOTE: THE OWNERSHIP ON EACH PARCEL MUST BE IDENTICAL OR THE PARCELS WILL NOT BE MERGED
6. _____ **One copy** of the trust agreement if a trustee is listed as the property owner.
7. _____ **One copy** of the appropriate Assessor's map. This may be obtained from the Assessor's Office.
8. _____ **One copy** of receipt or other proof that current taxes have been paid – Tax Office receipt, Current Tax Update for Parcel Combos form from the County Treasurer-Tax Collector's Office, or a copy of a cancelled check.

Section D – Property Plot Plan – One original plot plan. If the plan is not legible or does not contain the necessary information, your application will not be accepted for processing.

The property plot plan consists of two sections. The upper portion is to include your drawing, in black ink, at an accurate scale appropriate to show all the details of your proposed lots. The scale you use should be a standard engineering scale (1 inch equals 10 feet, 20 feet, 30 feet, 40 feet, 50 feet or 60 feet) or one of these increased by a multiple of ten (e.g., 1 inch equals 20 feet, 200 feet or 2,000 feet) so that the parcel fits neatly within the space provided. (See attached sample property plot plans as a guide.) The lower information portion of the application asks necessary questions regarding the application, answer the questions.

PLAN PORTION

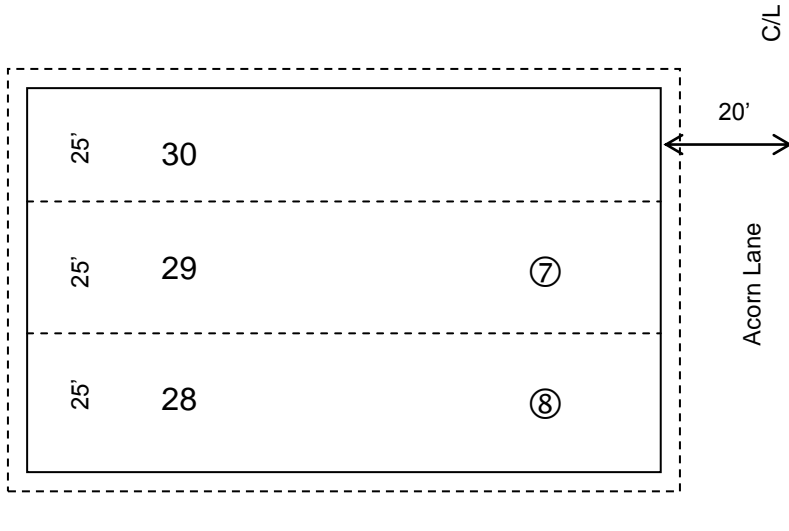
1. Plan should be drawn so that "north" is to the top of the Property Plot Plan Form. Write the scale of the plot plan under the north arrow provided.

2. Delineate the location and dimension the lengths and widths of the following:
 - (a) Existing property lines for each lot or parcel. Existing lot lines that will not remain should be shown as a dashed line. Place a dashed line around each combination of lots to be merged.
 - (b) Existing rights-of-way for all abutting streets. ALSO indicate names.
 - (c) Existing street and drainage improvements (paved, dirt, etc.).
 - (d) All existing easements for drainage, public utilities, access or encroachments.
 - (e) All underground structures including septic tanks, leach lines, seepage pits. If none, indicate method of sewage disposal.
 - (f) All storm drains and wells.
 - (g) All existing structures. In addition to dimension of structures, indicate the distances between structures and between each structure and the nearest existing or proposed property line. Also indicate the use of each structure and any that are to be removed. If none, indicate "vacant" on the plan.
 - (h) Indicate location of any topographic conditions (hills, canyons, water courses, known seismic fault areas, etc.). If none, indicate on plan that no topographic conditions exist.
3. Compute and record the net lot area in square feet or acres for each new proposed lot and include a new Legal description.
4. If commercial and/or industrial structures are existing and to be retained and utilized, show all parking facilities and driveways.

INFORMATION PORTION

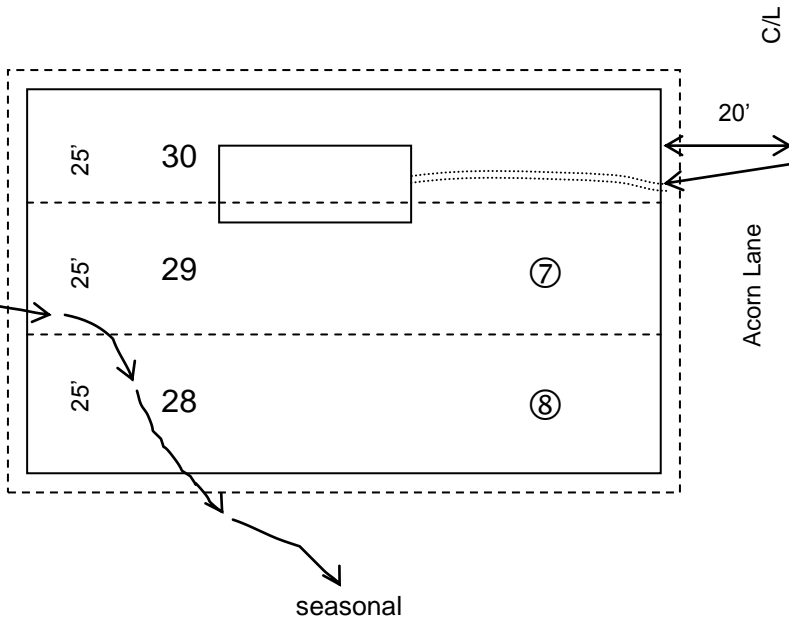
5. Applicant's name and phone number.
6. The number of lots to be created.
7. The Assessor's book, page and parcel number(s) of the existing parcel(s).

LOT MERGER SAMPLES (POSSIBLE COMBINATIONS)



No road improvement
No underground structures
Fairly flat lot
7500 sq. ft.

1 = 50'



Sewer line

No underground structures
Fairly flat lot except for seasonal
drainage along southwest portion

7500 sq. ft.

1 = 50'

Please draw on the blank plot plan, the combination(s) you prefer for your lots which most closely approximates 5000 sq. ft. or greater. Place dashed lines around each combination of lots as in the examples above. Write in dimensions or square footage of each affected lot.

(In the above examples, Assessor's Parcel Number is circled while the Lot Numbers are not.)

PROPERTY PLOT PLAN

NORTH



Information Portion:

SCALE 1" =

Applicant Name: _____ Ph: _____ Proposed # of New Lots: _____

Assessor Parcel Number(s): _____

Township: _____ Range: _____ Section: _____ NW NE SW SE (Circle One)

Planning Staff Only:

File/Index: _____ Land Use District: _____ Overlay: _____ Rd. Bk.: _____

Approval Date: _____

Approved By: _____ X _____

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LOT MERGER APPLICATION

Assessor Parcel Number(s): _____

Property Owner(s) Name: _____

Mailing Address: _____

City: _____ Zip: _____

Home Phone: _____ FAX #: _____

Work Phone: _____ E-Mail: _____

Applicant/Representative's Name: _____

Mailing Address: _____

City: _____ Zip: _____

Work Phone: _____ FAX #: _____

Merger No: _____ (To be assigned)

Site Address: _____

Legal Tract No.: _____ Tract Name: _____

Description: Lot No.: _____ Block No.: _____

I (we) hereby declare that all of the following are true:

- A. The parcels are contiguous (side by side).
- B. The parcels are in the same tax rate area (refer to tax bill).
- C. Taxes on all parcels are paid and current.
- D. Ownership of all parcels is in the exact same name.

Signature of each owner of record

(ALL OWNERS MUST SIGN): _____

- ☐ A. I hereby request the merger of my lots listed above into one (1) parcel.
- ☐ B. I hereby request the merger of my above lots into _____ parcels (each new parcel must approximate at least 5,000 sq. ft.).
- ☐ C. I have previously combined my lots for tax purposes. Now I want the lots officially merged into a single parcel of land as presently combined.
- ☐ D. I have substandard lots that cannot be merged for the following reasons: Explain briefly, and attach any supporting documentation.

To be completed by County Staff: Filing Date: _____ Project No.: _____ JCS Project No.: _____

FINANCIALLY RESPONSIBLE PARTY INFORMATION

Please print your responses.

The Financially Responsible Party is the individual or legal entity that will sign the Financially Responsible Party Agreement (immediately following), which agreement establishes the entity that: is responsible for all permit processing costs associated with the project application, will receive project accounting during the application processing, is responsible for paying for consultants necessary to complete the processing of the project application is deemed the owner of funds held in the project trust fund, and indemnifies the County for legal challenges to project approval.

Have you ever had a Trust Account with San Bernardino County Land Use Services? ☐ Yes ☐ No

If yes, what name was used? _____

Financially Responsible Party Name: _____

The Financially Responsible Party is a (choose one): ☐ Company/Organization ☐ Individual

If Company/Organization, type, i.e. corporation, LLC, partnership: _____

Are you registered with the California Secretary of State? ☐ Yes ☐ No

If yes, what is your entity number? _____

If Company/Organization, Contact Name: _____

Mailing Address: _____

City State Zip

Home/Business Phone: _____ Cell Phone: _____

Email: _____

What is your preferred method for receiving invoices: ☐ Email ☐ U.S. Mail

If you are not the Financially Responsible Party, do you have notarized authorization to encumber the Financially Responsible party? ☐ Yes ☐ No (Please attach a copy of the authorization.)

----- For Office Use Only -----

Project Number: _____ Type of Application: _____

Received By: _____ Date: _____

Entered By: _____ Date: _____

San Bernardino County